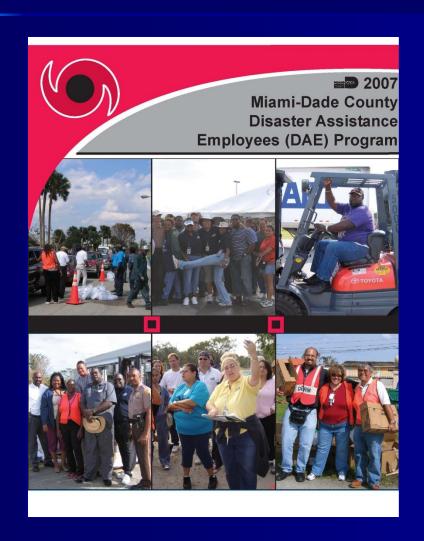
DISASTER ASSISTANCE EMPLOYEES (DAEs)





"Essential" vs. "Non-essential"





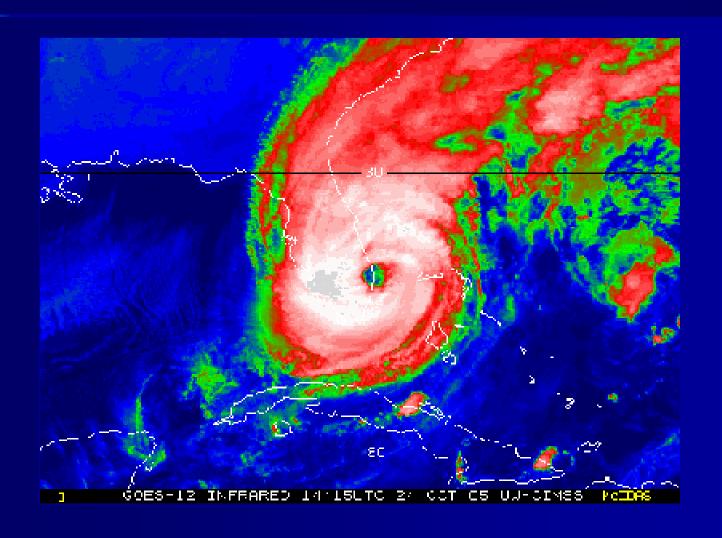
Historically, post-disaster governmental response focused on police, fire, medical emergencies, roads, debris

Previously included in "Non-essential" category

- Administrative
- Clerical
- Information Technology
- Planning
- Managerial
- Analytical



After a disaster strikes...



All employees are considered essential to serve the community at a moment's notice



ALL HANDS ON DECK!

2005 Hurricane Wilma Activation

- Deployed over3,500 DAEs within14 days
 - directed traffic
 - fed the elderly
 - distributed food and ice
 - managed shelters



Challenges during Wilma Activation

- Communications phone service out including land lines, cell service, satellite phones
- Gas shortages creating transportation issues
- Shift in employee policies from previous activations
- Chain of command and supervision

DAE Team

$\overline{\mathbf{DM}}$

County Mayor/s Office

OEM / EOC

Office of Emergency Management / Emergency Operations Center

HR

Human Resources Department

ITD

Information Technology Dept.

DPR

Department Personnel Representative

CIAO

Community Information & Outreach

Finance

Finance Department



Essential Designations

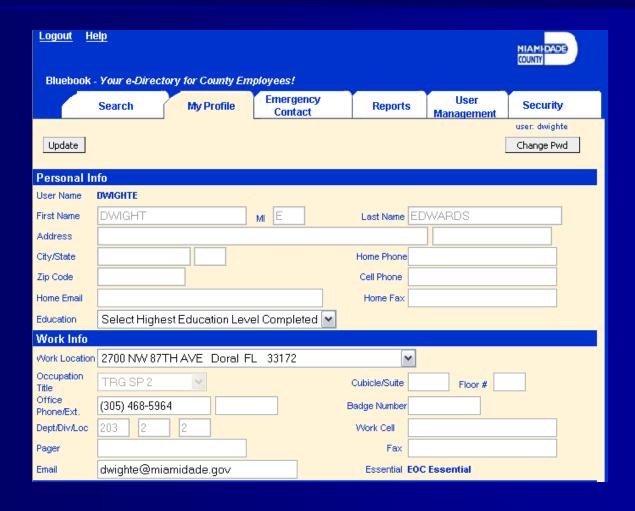
Department Essential

Employees who are required to maintain the day to day operations of a department needed to function during the first hours after an emergency: Firefighters, Police Officers, Trash Collectors, or Bus Drivers.

■ EOC Essential

Every employee that is not designated Department Essential is considered EOC Essential. This is for employees who are not required by their department to perform departmental duties before the onset of a hurricane and in the first 24-72 hours after an emergency. Employees will be assigned to essential countywide tasks through the Emergency Operations Center (EOC).

BlueBookOn-line guide to employee information



The BlueBook gathers preferences, skills, languages, licenses and certification of County employees

Training Into											
No training information for	ound for	this employ	/ee.								
OEM Info											
Update											
DISASTER ROLES: ARE	AS OF I	NTEREST									
Pre-Assigned:			Call 0	Centers		~					
Primary Area of Interest	:		EOC	Position	ıs	~					
Secondary Area of Inter	rest		Call C	Centers		~					
LANGUAGES	Write	Speak	Both	N/A	LANGU	IAGES	Write	Speak	Both	N/A	
English	0	0	•	0	Spanis		0	0	0	0	
Creole	0	0	0	0	French		0	0	0	0	
Portuguese	0	0	0	0	German	1	0	0	0	0	
Sign Language	0	0	0	0							
SKILLS		Yes	No		PRI	OR DISASTI	ER EXPERIE	NCE	Yes	s No	
General Office Skills		•	0		She	lter Manage	ment		0	•	
General Computer Skills		•	0		Dar	nage Asses:	sment		0	⊙	
Computer Programming		0	•		Cal	Taker/Phone	e Bank		•	0	
Supervisory Experience		•	0		Vol	unteer Mana	gement		•	0	
					Dor	ation/Distrib	ution Center	,	0	⊙	
					Cor	struction/Ho	me Repair		0	•	
LICENSES & CERTIFICA	ATIONS	Yes	No			LICENSES 8	CERTIFICA	ATIONS	Yes	No	
EMT/Paramedic		0	Se Se	elect On	ie 💌	CPR/First Aid	d .		0	Select One ▼	•
LPN/RN/CNA		0	Se Se	elect On	ie 🕶	P.E./EJ.T				Select One ▼	•
Mental Health Provider		0	•			Drivers Licer	nse		•	Class E (Stand	•
Child Care		0	\odot			Forklift Oper	ator		0	•	
Class D Security Licens	е	0	\odot			Ham Radio C	perator		0	•	
Building Contractor		0	\odot			Heavy Equip	ment Opera	tor	0	•	

Job Descriptions **Pre- and Post-Disaster**



- Managing Shelters
- Shuttering homes of the elderly and persons with disabilities (CAHSD Program enrollees)
- Working at Points of Distribution (POD) or caravans to homebound
- Answering phone lines or making callouts
- FEMA debris monitoring
- ????????? Whatever is necessary

Emergency Assignments

- Emergency
 assignments to the
 extent possible will
 be made in advance
 to allow for adequate
 time to notify
 employees
- Due to the very nature of an emergency, there will be unknowns



Assignment Flow

Specialized Assignments Shelters, Shutters, EOC, DAE Hotline and Management

Department PODs

Regional Staging Centers

Regional Staging Areas



- Works like jury duty, employees report to regionalized centers and will be assigned out as necessary
- Buses transport employees to assignments



DAE Administration

- OEM Staff assigned
- Interactive employee hotline replaces recorded messages
- Pre-planning PODs Assigned to departments for better supervision
- Regional Staging Areas implementation
- Troubleshoot assignment problems, staffing shortages, field issues

DAE Hotline Mission

- Information Center for DAE Activity between DAEs in the field and EOC
- Solve problems
- Provide information
- Support employees in need
- Collect and report staffing changes
- Supervisor Notification
- Reporting No Shows or Other Sub-par Performance
- Call Downs

Logistics of the Hotline

- Located at WASD 3rd floor training room
- Hours of operation: During Level 2 activation of EOC 7 a.m. to 9 p.m. (expanded or contracted as needed)
- Two shifts/10 call takers; supervisor
 - Blue 7 a.m. to 2 p.m. + transition
 - Green 2 p.m. to 9 p.m. + transition

Hotline DAE Kit and Crash Kit

Contents of Kits

Room Setup

Liaison to EOC

- Supervisor will
 maintain contact with
 DAE station at EOC
 - Report problems for immediate attention
 - Alert EOC about staffing deficits
 - Supply issues
 - Public and/or DAE safety concerns
 - Supervise outgoing calls

■ DAE Station at EOC

- Report openings and closings of emergency shelters, PODs etc.
- Update on County offices closings and re-openings or any other needed information
- Call up additional support from regional centers

Call Form

MIAMIDADE

CALL DAT	TE	CALL TIME	AM	I / PM le One)
CALL OPE	CRATOR		DEPT	
ACTION N	EEDED		ACTION (COMPLETED/TIME
_ _ _	Contact employer Follow – up on is Contact EOC Call back needed	ssue	<u> </u>	AM / PM AM / PM AM / PM AM / PM
EMPLOYE	E NAME		ID #	(OPTIONAL)
DEPARTM	ENT/DIVISION_			
CONTACT	INFORMATION	(Circle One: Home / Mobile / Oth	er)	
PHONE 1 _ PHONE 3		H/M/O	PHONE 2	H/M/O
		H/M/O	PHONE 4	H/M/C
	ONTACT INFORM	H/M/O MATION	PHONE 4	
OTHER CO	ONTACT INFORM	AATION		
OTHER CO	ONTACT INFORM			
OTHER CO	ONTACT INFORM	AATION		
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DISASTER ASSISTANCE EMPLOYEES

Get prepared Have a personal disaster plan

 Employees need to take care of themselves and their families before being able to respond to community needs

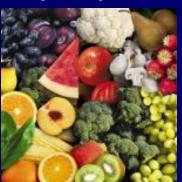




PREPARATION

FOOD

- Store at least a three-day supply of nonperishable food
- Select foods that require no refrigeration, preparation or cooking, and little or no water. If you must heat food, use sterno.
- Select food items that are compact and lightweight
- Ready-to-eat canned meats, fruits, and vegetables, canned juices
- Staples (salt, sugar, pepper, spices, etc.)







PREPARATION

- High energy foods
- > Vitamins
- > Food for infants
- Comfort/stress foods
- > Formula
- Diapers
- > Bottles
- > Powdered milk







HURRICANE DISASTER KIT

FIRST AID KIT

- (20) adhesive bandages, various sizes
- > 5" x 9" sterile dressing
- > conforming roller gauze bandage
- > (2) triangular bandages
- > (2) 3 x 3 sterile gauze pads
- > (2) 4 x 4 sterile gauze pads
- > roll 3" cohesive bandage
- (2) germicidal hand wipes or waterless alcohol-based hand sanitizer



HURRICANE DISASTER KIT CONTINUATION

FIRST AID KIT

- (6) antiseptic wipes
- (2) pair large medical grade nonlatex gloves
- Adhesive tape, 2" width
- > Anti-bacterial ointment
- Cold pack
- Scissors (small, personal)
- > Tweezers
- CPR breathing barrier, such as a face shield



HURRICANE DISASTER KIT CONTINUATION



CLOTHING AND BEDDING

- *Include at least one complete change of clothing and footwear per person
- Sturdy shoes or work boots*
- Rain gear*
- Blankets or sleeping bags*
- > Sunglasses







* suggested items



HURRICANE DISASTER KIT CONTINUATION

TOOLS AND EMERGENCY SUPPLIES

- Mess kits, or paper cups, plates, and plastic utensils*
- Emergency preparedness manual*
- Battery-operated radio and extra batteries*
- Flashlight and extra batteries*
- Cash or traveler's checks, change*
- Non-electric can opener, utility knife*
- > Fire extinguisher: small canister ABC type
- > Tube tent
- Tool kit
- > Tape
- Disposable camera; battery/solar operate lanterns







suggested items

HURRICANE DISASTER KIT

SUPPLIES





- > Compass
- Matches in a waterproof container; starter lighters
- Aluminum foil
- Plastic storage containers
- Signal flare
- Paper, pencil
- Needles, thread
- Medicine dropper
- Heart and high blood pressure medication





HURRICANE DISASTER KIT

CONTINUATION



SPECIAL ITEMS

- Toilet paper, paper towels, wet wipes*
- Soap, liquid detergent*
- Feminine supplies*
- Personal hygiene items*
- Plastic garbage bags, ties (for personal sanitation uses)
- Plastic bucket with tight lid
- Disinfectant
- Household chlorine bleach







^{*} suggested items

HURRICANE DISASTER KIT CONTINUATION

NON-PRESCRIPTION DRUGS AND SANITATION

- Aspirin or non-aspirin pain reliever
- Anti-diarrhea medication
- Antacid (for stomach upset)
- Syrup of Ipecac (use to induce vomiting if advised by the <u>Poison</u> <u>Control Center</u>)
- Castor Oil
- > Laxative
- Activated charcoal (use if advised by the Poison Control Center)



IMPORTANT FAMILY DOCUMENTS

Keep these records in a waterproof, portable container:

- Will, insurance policies, contracts deeds, stocks and bonds
- Passports, social security cards, immunization records
- Bank account numbers
- Family Photo's and memorabilia



- > Credit card account numbers and companies
- Inventory of valuable household goods, important telephone numbers
- Family records (birth, marriage, death certificates)
- Make a copy of documents and put them in a safe deposit box

THINGS TO REMEMBER

- Store your kit in a convenient place known to all family members
- Keep a smaller version of the supplies kit in the trunk of your car
- Keep items in airtight plastic bags
- Change your stored water supply every six months so it stays fresh
- Replace your stored food every six months
- Re-think your kit and family needs at least once a year
- Replace batteries

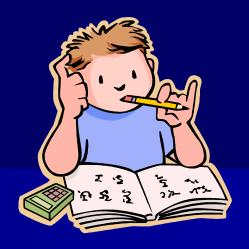
THINGS TO REMEMBER

- Ask your physician or pharmacist about storing prescription medications
- Prepare and have your uniforms clean and ready to wear
- Wear comfortable shoes
- Keep fresh batteries in beeper and cell phone
- Bring phone charger
- Review insurance policies
- Share information with family members



■ The most important thing to remember is we want you to be as prepared as possible for the upcoming hurricane season. If you have piece of mind that you have prepared the best you can at home for your family then you will be able to perform your job.

Homework



- Read DAE Standard Operating Procedures
- Read BlueBook Administrative Guide
 - http://intra.miamidade.gov/oem/dae/
- Dream up possible DAE questions and find answers

Thank You! Questions?

